

| | |
|--------------------|--|
| Position | Accountant |
| Report to | Finance and Administration Manager |
| Duration | 6 months with 1 month of probation |
| Time | 09:00 am – 05:00 pm |
| Job purpose | <p>Accountant Is responsible for full charge bookkeeping, including maintaining Tai Tanzania financial records, monthly billing, billable time tracking and reports for review by the management team and outside certified public accounting firm. This includes, but is not limited to: administration tasks, accounts receivable and payable, payroll, payroll taxes, quarterly payroll tax reports, invoicing, personnel payroll records, paid time off tracking, weekly, monthly, quarterly and yearly organization reports, computer data entry of as well as working with the organization's accounting firm and other items as needed by management. Experience in QuickBooks (or Equivalent) and Microsoft Office products required.</p> <p>The post operates in a team environment and will be expected to work in a collaborative way with Tai Tanzania staff, interns and volunteers. This internship is designed to be both educational and practical. In this position, the intern will learn how to use his or her knowledge and skills to develop and implement. This role presents an opportunity for an outgoing and organized person to gain experience on the field of finance and accounting.</p> |

Duties and responsibilities

1. Administer day to day finances and ensure smooth running of the office
 - Administer account receivable and account payable
 - Process invoices, receipts, purchase order etc. for vendors and donors/ partner's
 - Manage daily staff register
 - Ensure office the office is well maintained and availability of necessary utilities for staff, interns and volunteers.
 - Administer payment of bills, invoices and staff and volunteer expense claims
 - Assist with procurement and risk management processes.

2. Financial data management
 - To work with the Finance manager in the recording, controlling and administration of financial data in Tai Tanzania accounting system.
 - Ensure safekeeping of finance hard copies data such as receipts, contracts etc.
 - Lodge cash/cheques and manage online banking including online payments and transfers.

3. Ensure effective implementation of finance compliance
 - Ensure effective usage and accuracy in recording of financial data in the accounting system
 - Effective implementation of financial policy and procedures
 - With the Finance Lead, improve financial controls within the organization

4. Prepare Financial reports and budgets
 - Prepare monthly accounting reconciliations
 - Prepare finance quarterly reports
 - Assist in preparation of year-end audit

Qualifications

Specific requirements include:

- Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in non-profit management fields;
- Ability to prioritize tasks and handle numerous assignments simultaneously;
- Exceptional written and oral communication skills
- Personable, able to comfortably and pleasantly deal with a variety of people
- Proficient in Microsoft Office, Microsoft excel and internet applications;
- Work creatively with limited resources
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Good general accounting experience; with sound debit and credit comprehension and reconciliations experience
- Strong knowledge and experience of accounting software packages

Key Performance Indicators

| Element |
|---|
| % of task and responsibilities fulfilled |
| % of funds management |
| No. of grants success full grants applied |
| No. of meetings done weekly |
| No. financial reports produced |
| % in financial data management |

Working conditions

This is a volunteering internship position, for that case an intern must be able to finance his/her own transport to work and lunch. TAI Tanzania will finance all work related expenses that will be needed to fulfill the organization interests.

Direct reports

Finance and Administration Lead

About Tai Tanzania

TAI – Aspiring for change and growth is a youth led organization with a mission to empower young people to be socially responsible leaders through practical involvement, capacity building and policy advocacy in Tanzania. We believe that education is the powerful tool that can help young people fulfill their potentials. TAI was founded in 2012 and got registered 2013 (Reg: ooNGO/00006583).

Our mission

To empower youth in Tanzania by creating awareness, capacity building and practical engagement

Our vision

A society where youth are responsible leaders in sustainable development

Our values

Integrity
Transparency and Accountability
Sustainability
Equality